

## **POLICE LIEUTENANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting a Police Captain in managing the activities of an assigned shift. Police Lieutenants assist with assigned administrative duties, complete records, write reports, perform public relations duties, and assist with the care and maintenance of equipment assigned to the shift. Employees of this class both supervise and perform law enforcement duties in the areas of patrol operations, traffic control and accident investigation, criminal investigation, special operations, and handling of juveniles. Lieutenants have the authority to work independently in most areas, with work reviewed by the shift Captain. This class ranks directly below that of Police Captain.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists a Police Captain in overseeing the law enforcement operations of the department on an assigned shift. Conducts inspections and observes the operation of assigned functions. Reviews incoming communications for the shift and takes action by either handling the matter or assigning it to a staff member. Assists in the investigation of all accidents involving department equipment or personnel.

Completes all records and forms assigned. Compiles and analyzes data needed for reports and writes reports to document activity of the assigned shift or to handle any other police department matter assigned.

Answers questions for the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when required.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Assists in conducting roll-call activities such as training, information exchange, and personnel deployment for the shift; inspects the appearance of assigned personnel and equipment. Assigns duty areas and work schedules. Reviews reports written by subordinates and provides assistance in technical areas of

work. Discusses work performance with subordinates and resolves complaints and grievances. Writes employee evaluation reports. Maintains discipline. Provides on-the-job training for department members.

Assists in supervising law enforcement activities performed by subordinate personnel on an assigned shift, and personally performs duties in the areas of patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, and handling of juveniles. Testifies in court when required.

Checks all police department equipment, such as communications systems or police units, on a regular basis to assure that equipment is in correct operating condition.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Police Sergeant.